# Federal EEO Skill
## Employee Status Statistics
## by Cabinet, Department & Division
## - Report Instructions

This report was designed specifically for KYTC, but all agencies will have access to run the report. Provides EE information with Job/Job Title and EE category.

1. From the main screen, type transaction code: **ZPAR057**.

2. Click the **Enter** button ✅ or press **Enter** to continue.

3. *Reporting Period* – Choose a period from the list.

4. There are a couple of ways to search using this report:

   ▪ Click ◇ OrgStructure to select an entire organization from the structure.
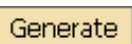   **OR**

   ▪ Enter selection criteria.

   NOTE: Click the **Multiple Selection** button 🔾 to enter more than one criterion.
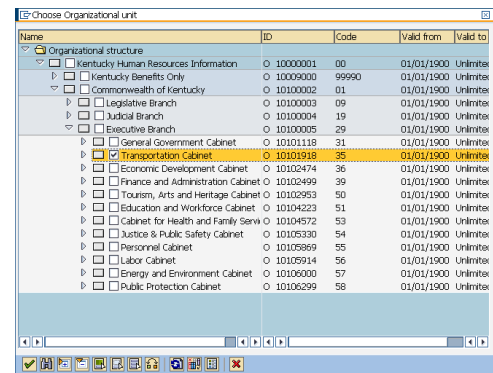
5. Click the **Execute** button ⏱ or press **F8** to execute.

6. The report displays.
   **Export to Excel**
   • From the menu bar choose:
   **List ➔ Export ➔ Local File**
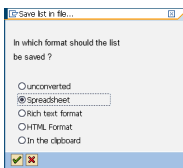
   • Choose Spreadsheet.
   • Choose the file location and type the file name.
   • Click Generate .

7. Click the **Back** button ↩ or press **F3** to return to exit the report.